

4 Project Activities

4.1 Gathering Of County Stakeholder Information

4.1.1 Description of Activity

For each of the four counties in the WICC, various pieces of communications-related information were gathered. Some of this information was gathered by the county representatives of the WICC and some of it by the Project Manager. This information includes:

- A list of relevant county stakeholders. County stakeholders are those persons or agencies operating within the county who have a stake in communications interoperability.
- Questionnaires given to and filled out by county stakeholders.
- Letter of support from the county stakeholders.
- Physical surveys of all the existing radio sites were conducted by the county representatives.

4.1.2 Potential Candidate Stakeholder List

To aid in the creation of each county's stakeholder list, the following potential stakeholder list was created. Please note that not all of the agencies and entities on this list will be applicable in all counties. The list was created simply to aid people in identifying those stakeholders of interest in their county.

Western Interoperable Communications Consortium (WICC)

- Law Enforcement
 - U.S. Forest Service
 - Montana Highway Patrol
 - Montana Fish Wildlife and Parks
 - FBI /Federal Marshal/ATF
 - Customs/Border Patrol
- State Agencies
 - Montana Department of Transportation
 - Montana Department of Natural Resources and Conservation
 - Montana National Guard
- Other
 - Northern Tier Interoperable Communications Consortium
 - Missoula County

Mineral County

- Law Enforcement
 - Mineral County Sheriff
- Fire Services
 - West End Volunteer Fire Department (VFD)

- St Regis VFD
 - Superior VFD
 - Superior Rural VFD
 - Frenchtown VFD
- EMS/Hospitals/Health
 - Mineral County Public Health
 - Mineral Community Hospital
 - Superior Ambulance Service
 - Frenchtown Ambulance
 - Life Flight
 - St Regis Quick Response Unit (QRU)
 - West End QRU
- Emergency Management
 - Mineral County Disaster and Emergency Services (DES)
 - Local Emergency Planning Committee
- Public Works
 - Mineral County Public Works/Roads
 - Superior Public Works
 - Alberton Public Works
- Other Agencies
 - State of Idaho
 - Shoshone County Idaho
 - Montana Rail Link
 - North Western Energy
 - Missoula Rural Electric Co-Op
 - Blackfoot Telephone
- Federal Partners
 - Lolo National Forest
 - Bonneville Power Administration

Sanders County

- Law Enforcement
 - Sanders County Sheriff
 - Plains Police Department (PD)
 - Hot Springs PD
 - Thompson Falls PD
- Fire Services
 - Plains City Fire
 - Plains Rural Fire Department.
 - Thompson Falls City Fire
 - Thompson Falls Rural Fire
 - Noxon Rural Fire Department
 - Hot Springs Rural Fire Department
 - Trout Creek Rural Fire Department
 - Dixon Rural Fire Department

- Heron Rural Fire
 - Hot Springs Fire
- EMS/Hospitals/Health
 - Sanders County Public Health
 - Clark Fork Hospital
 - Bighorn Quick Response
 - Bull Lake Ambulance
 - Clarkfork Ambulance
 - Alert (Helicopter)
 - Life Flight (Helicopter)
 - Hot Springs Ambulance
 - Mission Ambulance
 - Noxon Ambulance
 - Noxon Quick Response
 - Northwest Med Star (Helicopter)
 - Plains Ambulance
 - Thompson Falls Ambulance
 - Trout Creek Quick Response
- Emergency Management
 - Sanders County office of Emergency Management
 - Local Emergency Planning Committee
- Public Works
 - Sanders County Public Works/Roads
 - Public Works
- Other Agencies
 - State of Idaho
 - Bonner County Idaho
 - Montana Rail Link
 - North Western Energy
 - Sanders Co Search & Rescue
 - PPL (Dam)
 - Vista (Noxon Rapids Dam)
- Federal Partners
 - Lolo National Forest
 - Kootenai National Forest
 - Bureau of Indian Affairs (BIA)
 - Confederated Salish and Kootenai Tribes

Ravalli County

- Law Enforcement
 - Ravalli County Sheriff
 - Town of Darby Marshall
 - Town of Stevensville PD
 - City of Hamilton PD
 - Pinesdale PD

- Fire Services
 - Corvallis Fire Department
 - Darby Fire Department
 - Florence Fire Department
 - Hamilton Fire Department
 - Hamilton Rural Fire Department
 - Painted Rocks Fire Department
 - Pinesdale Fire Department
 - Stevensville City Fire Department
 - Stevensville Rural Fire Department
 - Sula Fire Department
 - Three Mile Fire Department
 - Victor Fire Department
 - West Fork Fire Department
- EMS/Hospitals/Health
 - Ravalli County Public Health
 - Hospital
 - Ambulance
- Emergency Management
 - Ravalli County office of Emergency Management
 - Local Emergency Planning Committee
- Public Works
 - Ravalli County Public Works/Roads
 - Public Works
- Other Agencies
 - State of Idaho
 - Telephone
 - Power
- Federal Partners
 - Bitterroot National Forest
 - National Institutes of Health (NIH) Federal Police (Rocky Mountain Labs)

Lake County

- Law Enforcement
 - Lake County Sheriff
 - Polson PD
 - Ronan PD
 - St Ignatius PD
- Fire Services
 - 13 city and rural Departments.
- EMS/Hospitals/Health
 - Lake County Public Health
 - Hospital
 - Ambulance

- 17 Rural Quick Response Units
- Emergency Management
 - Lake County office of Emergency Management
 - Local Emergency Planning Committee
- Public Works
 - Lake County Public Works/Roads
 - Public Works
- Other Agencies
 - Airport
- Federal Partners
 - Flathead National Forest
 - Glacier National Park
 - BIA
 - Confederated Salish and Kootenai Tribes

4.2 County Stakeholder Meetings

4.2.1 Description of Activity

As part of the *Needs Assessment* phase, the county representatives, Project Coordinator and Project Manager met face-to-face with as many of the county stakeholders as was possible. Sometimes the county representatives met with the stakeholders without the Project Manager, and sometimes the Project Manager met with stakeholders without the county representatives. But there was at least one meeting held in each of the four counties that included the county representative and the Project Manager.

Prior to the meeting with the Project Manager, all identified county stakeholders were given a questionnaire to fill out. These were to be, ideally, completed and returned to the county representative before the meeting with the Project Manager. Sometimes this was able to be done and sometimes it was not, due to schedules and other duties.

During these meetings, stakeholders were asked to describe their most pressing issues. In addition, any questions they might have had concerning the questionnaire were raised and answered. Technical questions sometimes arose about radios, trunking, and P25 compatibility. These questions were answered to the best of the ability of those present.

Follow up meetings were held in each county near the end of the project to present some of the findings, the design strategy and preliminary design which included coverage maps.

4.2.2 Typical Initial Meeting Agenda

Each meeting in each county was a little different than the others. In general, the Project Manager led the meeting, but allowed the participants to talk about the things they felt were important. In general, the meetings lasted from one to two hours, and very roughly followed this agenda:



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|-----------------------------------------------------------------|------------|
| Welcome, Introductions, Opening Remarks | 10 minutes |
| County Representative | |
| Project Overview, P25 and Trunking | 40 minutes |
| Project Manager, County Representative | |
| Comments, Issues, and Questions From Stakeholders (cont.) | 30 minutes |
| Stakeholders | |
| Wrap Up: Next Steps, Action Items..... | 15 minutes |
| Project Manager | |

4.3 Other Materials Provided to County Representatives

4.3.1 Questionnaire Template



Instructions: Please fill out this information to the best of your ability, contacting other people or agencies as needed. There may be some overlap in the answers to some questions.

Section 1: General Information**Name of Agency:****Location of Agency:****Date of Interview or Survey Completion:****Agency Contact Person & Phone Number:****Section 2: Questions****1. Coverage**

- A. Approximately what percentage of your jurisdictional area is adequately covered? For the purposes of this question, adequate means coverage means it's sufficient to get the job done.**
- B. How acceptable is that coverage? Are you happy with the "adequate" coverage you described in question 1? For example, you may only have 95% coverage, but that may be quite acceptable, since the area(s) not covered aren't important.**
- C. If unacceptable, what causes it? (Severe terrain, Gaps, Antenna patterns, In-building problems, etc.)**
- D. If acceptable, what, if any improvements are still be desired?**
- E. Do you have mobile-to-mobile coverage countywide? If not, do you need it?**

2. Dispatch

A. How is dispatch currently conducted?

B. From where?

C. Hardware used?

D. Number of positions?

E. Adequate? If not, why? How could it be improved?



| | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|
| <p>3. Which parts and with whom is your system currently being shared?</p> | <p>4. What is good about your current system?</p> |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|

5. What are the issues, problems, or challenges with your current system not already covered above? (Examples (but don't limit yourselves to these): Coordination issues with other agencies, coverage, encryption, channel congestion, current interoperability problems, legal restrictions or obstructions, obsolete and/or aging equipment.) Please be honest, but try to avoid inflammatory or "blaming" words.

6. What other agencies do you need to communicate with? Please list all you can think of, including cross-county, state, cross-state, and federal agencies.

A. On an emergency basis only:

B. On an administrative basis (check-in, check-out) and an emergency basis:

7. Please describe your radio communications during typical day-to-day (administrative) activities and during emergencies.

8. List, in priority order, up to five (5) communications improvements needed from initial dispatch to call completion. (Examples: Call alert, paging to units, encryption, countywide mobile-to-mobile coverage, etc.)

1.

2.

3.

4.

5.



9. List, in priority order, up to five (5) factors that will be critical to future radio systems in your county, city, or area of jurisdiction. (Examples, but don't limit yourself to these: Flexibility, Affordability, Reliability, Redundancy, Simplicity, Maintainability, Education, etc.)

1.

2.

3.

4.

5.

10. List the frequencies your agency currently uses and how each is used (Blue, Red, Send/Receive, Fire, EMS, LE).

11. Current Equipment Inventory – Base Stations (You may need help from your radio shop to fill out this section.)

Total Number of Base Stations: _____

A. High Frequency or Lower (HF, Less than 30 MHz)

- i. Total Number: _____
- ii. Digital or Analog? _____

B. VHF Low Band (30–46 MHz)

- i. Total Number: _____
- ii. Digital, Analog, or Both? _____
- iii. Narrowband or Wideband? _____
- iv. Number that are P25-capable now: _____
- v. Number that could be upgraded to P25: _____

C. VHF High Band (148-174 MHz):

- i. Total Number: _____
- ii. Digital, Analog, or Both? _____
- iii. Narrowband or Wideband? _____
- iv. Number that are P25-capable now: _____
- v. Number that could be upgraded to P25: _____

D. UHF Low Band (300-512 MHz): _____

- i. Total Number: _____
- ii. Digital, Analog, or Both? _____
- iii. Narrowband or Wideband? _____
- iv. Number that are P25-capable now: _____
- v. Number that could be upgraded to P25: _____

E. UHF 700/800/900 MHz Band (750-960 MHz): _____

- i. Total Number: _____
- ii. Digital, Analog, or Both? _____
- iii. Narrowband or Wideband? _____
- iv. Number that are P25-capable now: _____
- v. Number that could be upgraded to P25: _____

12. Current Equipment Inventory – Mobile Units (You may need help from your radio shop to fill out this section.)

Total Number of Mobile Units: _____

F. High Frequency or Lower (HF, Less than 30 MHz)

- i. Total Number: _____
- ii. Digital, Analog, or Both? _____

G. VHF Low Band (30–46 MHz)

- i. Total Number: _____

13. Current Equipment Inventory – Portable Units (You may need help from your radio shop to fill out this section.)

Total Number of Portable Units: _____

A. High Frequency or Lower (HF, Less than 30 MHz)

- i. Total Number: _____
- ii. Digital, Analog, or Both? _____

B. VHF Low Band (30–46 MHz)

- i. Total Number: _____

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| <p>ii. Digital, Analog, or Both? _____</p> <p>iii. Narrowband or Wideband? _____</p> <p>iv. Number that are P25-capable now: _____</p> <p>v. Number that could be upgraded to P25: _____</p> <p>H. VHF High Band (148-174 MHz):</p> <p>i. Total Number: _____</p> <p>ii. Digital, Analog, or Both? _____</p> <p>iii. Narrowband or Wideband? _____</p> <p>iv. Number that are P25-capable now: _____</p> <p>v. Number that could be upgraded to P25: _____</p> <p>I. UHF Low Band (300-512 MHz): _____</p> <p>i. Total Number: _____</p> <p>ii. Digital, Analog, or Both? _____</p> <p>iii. Narrowband or Wideband? _____</p> <p>iv. Number that are P25-capable now: _____</p> <p>v. Number that could be upgraded to P25: _____</p> <p>J. UHF 700/800/900 MHz Band (750-960 MHz): _____</p> <p>i. Total Number: _____</p> <p>ii. Digital, Analog, or Both? _____</p> <p>iii. Narrowband or Wideband? _____</p> <p>iv. Number that are P25-capable now: _____</p> <p>v. Number that could be upgraded to P25: _____</p> | <p>ii. Digital, Analog, or Both? _____</p> <p>iii. Narrowband or Wideband? _____</p> <p>iv. Number that are P25-capable now: _____</p> <p>v. Number that could be upgraded to P25: _____</p> <p>C. VHF High Band (148-174 MHz):</p> <p>i. Total Number: _____</p> <p>ii. Digital, Analog, or Both? _____</p> <p>iii. Narrowband or Wideband? _____</p> <p>iv. Number that are P25-capable now: _____</p> <p>v. Number that could be upgraded to P25: _____</p> <p>D. UHF Low Band (300-512 MHz): _____</p> <p>i. Total Number: _____</p> <p>ii. Digital, Analog, or Both? _____</p> <p>iii. Narrowband or Wideband? _____</p> <p>iv. Number that are P25-capable now: _____</p> <p>v. Number that could be upgraded to P25: _____</p> <p>E. UHF 700/800/900 MHz band (750-960 MHz): _____</p> <p>i. Total Number: _____</p> <p>ii. Digital, Analog, or Both? _____</p> <p>iii. Narrowband or Wideband? _____</p> <p>iv. Number that are P25-capable now: _____</p> <p>v. Number that could be upgraded to P25: _____</p> |
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